

# GREATER JOLIET AREA YMCA

## JOB DESCRIPTION



TITLE: Youth Basketball League - Coordinator  
JOB NUMBER: **24-296**

DATE: **9/1/09**  
LOCATION: **Smith**

### POSITION DESCRIPTION

Coordinate all phases of YMCA Youth Basketball League, for children in Grade 1 – 12. Program follows National YMCA “Y Winners” guidelines. A non-competitive league; everyone plays, everyone wins. Coordinate and manage league of over 300 participants. Organize team formation, order team shirts, develop practice/play schedules and parent manuals. Responsible for setup and breakdown of all program equipment. Facilitate volunteer coach recruitment, training, and supervision. Must hire, train, and supervise referees. Must assure that the league is well organized and provide proper communication to staff, parents, coaches, etc. Must be present at games and practices and fill in as necessary.

### EDUCATION / SPECIAL TRAINING / CERTIFICATION REQUIREMENTS

- High School Degree
- CPR / AED Certification within 30 days
- First Aid Certification within 30 days
- Regular Drivers License
- New Staff Orientation and Child Abuse Prevention Training within 60 days
- Code of Conduct review with Supervisor

### ADDITIONAL REQUIREMENTS

**If you do not believe you can meet any one or more of the requirements DO NOT SIGN this page. Please ask staff if special accommodations can be arranged.**

- Speak clearly and loudly (Warn of Danger)
- Read/Write English
- 20/20 with or w/o Lenses
- Sense of Smell (smoke, chemicals, etc)
- Bend/Stoop/Twist/Push/Pull
- Walk/Climb/Balance including climbing stairs over 30ft
- Lift 25 – 50lbs.
- Work in high humidity – temp over 80 degrees
- Work in Air/Non-Air Conditioning
- Operate standard office equipment (computer, phones, copies, video/electronic, etc)
- Work with noise over 50 decibels
- Must type at least 20 words per minute
- Work with children younger and older than 6 years of age and with Senior Citizens
- Ability to direct/plan activities of others
- Ability to influence others
- Ability to work effectively under stress and specific instructions
- Ability to make good judgment and decisions

\_\_\_\_\_  
**Applicants Name (printed)**

\_\_\_\_\_  
**Date**

**I have read and understand this position description and believe I am capable and qualified to handle the position as presented.**

**Signature:** \_\_\_\_\_